

[Title]MBNQA Stage 2 Process This is a Microsoft Word version of the Stage 2 Process flowchart.

#### Stage 1

Judges' Meeting:

Applicant Advances?

#### Step 2

If No, NIST Contacts Applicant and Feedback Report Is Generated by Scorebook Writer. See Stage 1 Flow Chart.

#### Step 3

If Yes, NIST Contacts Applicants, Proposed Team Leader and Backup

#### Step 4

NIST Makes Team Assignments (Including NIST Consensus Monitors) and Sends to ASQ

#### Step 5

Is Team Intact?

#### Step 6

If No, Newly Added Team Members Read Application, Prepare Key Themes and Send to ASQ

#### Step 7

ASQ Sends Consensus Materials to All Examiners on Non-Intact Team

#### Step 8

If Yes, ASQ Sends Consensus Materials to Examiners (Including Stage 1 Scorebooks)

#### Step 9

Team Leader Contacts Team Members to Send Bios/Revised Dates Unavailable

#### Step 10 Consensus Team Member Task

Send Bio and Availability to Team Leader

Review All Stage 1 Scorebooks

#### Step 11

Team Leader Consults With Team on Dates for Three Calls and Category Preferences

#### Step 12

Team Leader Notifies Team, NIST Monitor and ASQ of Planning Call Date and Time and Proposed Consensus Call(s) Dates and Times

#### Step 13

ASQ Sends Confirmation of Call Dates and Call Information to Examiners and NIST Monitor

#### Step 14 Consensus Team Member Task

Fax Call Info to ASQ

#### Step 15

Team Leader, Backup and NIST Monitor Confer on Scorebook Editor, Other Assignments and Consensus Process

#### Step 16

Team Leader Prepares and Forwards Planning Call Agenda, Team Leader Correspondence and Assignments to Team and NIST Monitor

#### Step 17

Scorebook Editor Drafts Key Factors and Key Themes Worksheets and Forwards to Team and NIST Monitor

#### Step 18

Planning Call (8/11 – 8/18)

Team Leader Reviews Category/Item Assignments and Other "Process" Details (Optional: May Review Key Themes and/or Key Factors)

#### Step 19 Consensus Team Member Task

Draft Item Worksheet for Each Assigned Item

Review Criteria for Item

Isolate and Review All Stage 1 Worksheets for Assigned Item

Select 4-6 Key Factors

Identify Core Idea for Each Comment in All Stage 1 Worksheets, Noting Similarities and Differences

Determine 6-10 Most Important and Relevant Core Ideas for Applicant

Write a Comment for Each of the 6-10 Ideas, Starting With Best Stage 1 Statement of Idea and Indicating Initials of All Examiners Contributing to the Idea  
Propose a Scoring Range Based on the 6-10 Comments  
Write 1-3 Site Visit Issues Based on the 6-10 Comments  
Step 20 Consensus Team Member Task  
Send Draft Item Worksheets to Item Backup  
Step 21 Consensus Team Member Task  
Item Backup Review and Comment on Item Lead's Work and Return to Item Lead  
Step 22 Consensus Team Member Task  
Redraft Own Work Based on Item Backup's Comments  
Forward Final Draft to All Team Members and NIST Monitor  
Step 23 Consensus Team Member Task  
Prepare for Consensus Call  
Prepare Item Presentations for Call (Concise Summary of Criteria/Key Factors/Comments/Proposed Score)  
Review All Worksheets of Other Examiners  
Complete Evals of Stage 1 Scorebooks  
Review Ethics Rules  
Step 24  
Start of Consensus Call  
Review:  
Ground Rules  
Scoring Rules  
Key Factors  
Key Themes  
Examiner Roles (Timekeeper, Process Checker, Criteria "Cop", Scorekeeper, etc.)  
Check Site Visit Availability  
Step 25  
Discussion During Calls -- Modeled by Team Leader  
Step 26 Consensus Team Member Task  
Item Lead  
Present Concise Summary of Criteria, Key Factors, Synthesized Comments, Divergent Views  
Propose Scoring Range  
Step 27  
For Every Item, Team  
Discuss Criteria, Key Factors and Comments  
Reach Consensus on Item Comments  
Category Lead Proposes Range and Score  
Reach Consensus on Score  
Step 28  
Call Wrap-Up  
Discuss and Finalize Key Themes  
Review Score Summary Sheet  
Review Follow-Up Steps/Timeline  
Confidentiality Reminder  
Notify NIST Consensus Hotline That Call is Completed  
Step 29  
Team Leader Faxes Score Summary Worksheet to ASQ  
Step 30 Consensus Team Member Task  
Examiners Make Final Revisions and Forward Item Worksheets to Team Leader, NIST Monitor and Scorebook Editor  
Step 31  
Scorebook Editor  
Consolidates Item Worksheets  
Edits for One Voice  
Forwards Hard Copy and Disk to Team Leader

Step 32

Team Leader Reviews Consensus Scorebook, Makes Final Revisions, and Forwards to NIST

Step 33

Judges' Meeting: Applicant Advances?

Step 34

If No, NIST Notifies Applicant and Team Leader and Finalizes Feedback Report

Step 35

ASQ Requests Examiners Return All Materials After Applicant Receives Feedback Report

Step 36

If Yes, NIST Notifies Applicant and Team Leader and Stage 3 Begins. See Stage 3 Flow Chart.

[End]